

Section 3.1: Application for Participation

An application for participation in the CACFP must be submitted to ADE for approval. Once a sponsor has completed an initial application, they must complete a renewal application at the start of every fiscal year. The fiscal year runs October 1st of the current year through September 30th of the following year. Application for participation in the CACFP must be submitted using a hard copy application. To obtain a hard copy application, at least one representative from the applying organization must complete three required trainings: Business Track, Nutrition Track, and Computer Track. Once these trainings are complete, a hard copy application will either be emailed or mailed to the address(es) given on the registration forms. It is recommended that the owner and/or director attend all three trainings. Detailed instructions for completing and submitting all of the required documentation are provided with the application.

- No more than three months (90 days) may elapse between the time the three trainings are completed and the time the new application is submitted to ADE for approval. If more than 90 days pass, you will be required to re-attend all three trainings.
- A new application may not be submitted prior to a center being open and operating.
- Accurately completed applications received by ADE/CNP will be processed within 30 days (Note: a typical application takes approximately two months to process due to missing or incomplete information during the initial submission. Be sure to complete and submit all required application materials to ensure faster processing.).
- Applicant will be notified within 15 days if their application is incorrect or missing information.
- Applicant shall keep a copy of their application.
- A sponsor may request an appeal if the application was denied.

Section 3.2. Additional Application Requirements

In addition to the information discussed in Section 3.1, the following information must be submitted as it applies (Note: This list is not all inclusive):

1. License or Approval

The CACFP requires facilities that operate the CACFP be licensed or approved by Federal, State or local authorities. License or approval documents must be current. Sponsors whose license or approval have been suspended or revoked must notify ADE immediately. The following documentation must be submitted to meet license or approval requirements:

- DHS License – Facilities inspected and approved by DHS to operate may include, but are not limited to, child care centers, preschools, Head Start centers, outside-school-hours centers, and non-residential homeless shelters. Renewing organizations only: A copy of the compliance evaluation report or provisional license may be submitted if the sponsor has not yet received the official license. It is the responsibility of the sponsor to provide ADE a copy of the official license once it is received. If DHS denies issuance of, or revokes a license, the sponsor must notify ADE immediately. ADE shall terminate the participation of the sponsor until such time a license is issued.

OR

- Meets DHS exemption.

OR

- Environmental Health Survey or Sanitation and Building Permit – Child care facilities on Indian Reservations regulated by Indian Health Services must submit copies of the survey or permit.

2. Tax-Exempt Status

In order to participate in CACFP as a non-profit organization, sponsors or institutions must submit documentation that they have obtained tax-exempt status under the IRS Code Section 501(c)3. Sponsors moving toward compliance with the requirements for tax-exempt status may participate in the Program as a proprietary center, provided the Title XX requirement is met, until tax-exempt status is obtained. For more information on the Title XX requirement, please refer to section 2.3

3. CACFP Center Sponsor Application (one)

4. CACFP Center Site Application, two pages (one per site)

5. Computer Generated Meal Count Agreement (if applicable)

6. Application & Management Plan-Budget (including balance sheet)

7. Organizational Chart

8. List of Board of Directors (names and addresses)

9. Copy of Outside Employment Policy

10. Copy of One Month's Menus to be approved by State Agency

11. Procurement Standards & Guidelines (signed)
12. Permanent Agreement (**two** signed originals)
13. Civil Rights Pre-Award Compliance Review
14. Civil Rights Compliance Data Collection
15. Free and Reduced Price Policy Statement
16. Confirmation of Press Release sent to Media
17. AZ W-9 Tax Form
18. Copy of Food Service Vendor Contract (if using a caterer/school district for food service)
19. CNP Web/Common Logon Security Agreement (permanent file)
20. Business, Nutrition, and Computer Track Training Certificates (copies)
21. Adding, Changing, Delete Form

COPY ALL DOCUMENTS BEFORE SUBMITTING AND RETAIN FOR YOUR CACFP RECORDS!

Section 3.3: Application Changes

Sponsors participating in the CACFP are required to complete all information required for application approval. Once the application has been approved, changes throughout the current fiscal year may be completed online or submitted in writing to ADE.

The sponsor shall update the following changes:

- Address(es)
- Telephone number(s)
- Email address(es)
- Name change(s) or program contact(s)
- Adding or terminating/dropping site(s)
- Adding or discontinuing a meal and/or snack
- License/approval status
- Licensed or approved capacity
- Tax-exempt status
- Management
- Other changes affecting reimbursement
- Authorized signers (if applicable)
- Change in approved meal times

Participation in the CACFP is non-transferable and is not part of a sale (i.e., change of ownership). New owners or owners with status change that requires a new license from the Arizona Department of Health Services (DHS) must submit a new Program application. A sponsor must notify the ADE in writing 30 days in advance pending a status change in any of the following:

- Ownership – The sale or the intent to sell the child care business or child care facility.
- Management – Changes such as, but not limited to, from sole proprietorship to partnership, from corporation to incorporation, from sole proprietorship to incorporation, or any other change in legal status.
- Tax-filing status – The change affecting the Federal Tax Identification number or Employer Identification number.
- License or approval status - A change that may affect ownership, management and/or tax-filing status.

Section 3.4: Addition of New Sites

Sponsors may add additional sites to their application at any time during the fiscal year. Prior to CACFP participation, a sponsor must:

1. Conduct a monitoring visit at the proposed site and complete the "Child Care Center Monitor Evaluation Form" (can be found on website). Completed monitoring form must be submitted to ADE.
2. Provide on-site training to staff members at the proposed new site. Training must include the benefits of CACFP participation, Program duties and responsibilities. Sponsor must maintain staff training records which shall include the training agenda and sign in sheets.
3. Update the monitoring plan to include the new site. Sponsoring organizations with multiple sites must conduct monitoring visits to assess compliance with meal patterns, record-keeping and other Program requirements. One copy of the monitoring forms must be maintained at the site and one copy in the Sponsoring Organization's permanent files.
4. Collect current "CACFP Affidavits for Free and Reduced-Price Meals" for every child that attends the center. CACFP Affidavits must be maintained in your permanent records folder. This is not applicable for Head Starts, Emergency Shelters, or At-Risk Afterschool Snack Programs.
5. Complete a "CACFP Center Site Application" for the new site and submit to ADE. Maintain a copy of the form in your permanent records.
6. Complete the "Sponsor--Add/Change/Delete Data Form" to add a new site to the CACFP Program. Maintain a copy of the form for your records and submit the original copy to ADE. Do not complete sections where "ADE USE ONLY" is indicated.
7. Complete the "Site--Add/Change/Delete Data Form" to add a new site to the CACFP Program. Maintain a copy of the form for your records and submit the original copy to ADE. Do not complete sections where "ADE USE ONLY" is indicated.

Items to be submitted to ADE (see above):

The following documents must be received by the ADE in order to initiate participation in the CACFP by the new site:

- Completed CACFP Center Site Application
- A copy of the current DHS license
- Monitoring form
- Add/Change/Delete Form

Section 3.5: Application Renewal

An application for CACFP participation must be submitted to ADE annually. Applications for the new fiscal year are due by October 1st (or the first business day of October).

Renewal applications are similar to the initial application. ADE provides sponsors the application and other required materials to renew participation each year. Renewal applications must be submitted as a hard copy application. Once the hard copy is approved, the site and sponsor application must be updated and submitted in the Child Nutrition Program (CNP) Web. The following is a list of items that are required as part of a renewal application (Note: this list is not all-inclusive).

1. Application Checklist
2. Application and Management Plan (including all required attachments on page 4)
3. Copy of current DHS License
4. Procurement Standards & Guidelines (signed)
5. Civil Rights Pre-Award Compliance Review
6. Civil Rights Data Collection
7. Copy of Food Service Vendor Contract (if using a caterer/school district for food service)
8. Renewal Training Certificate (copy)

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